

CONTRACT FILES

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 6	
1. CONTRACT/PURCH ORDER/AGREEMENT NO. F33657-97-D-2008			2. DELIVERY ORDER/ CALL NO. 0039		3. DATE OF ORDER/CALL (YYYYMMDD) MAR 24 2000		4. REQUISITION/PURCH REQUEST NO. SEE SECTION G		5. PRIORITY DO-C9		
ASC/CDS USAF/AFMC ASC/CDS BLDG 16, AREA B 2275 D. STREET WRIGHT PATTERSON AFB OH 45433-7233 (2LT) PATRICIA S. KENNEDY (937) 255-7003 X4647 Patricia.Kennedy@wpafb.af.mil			CODE FA8622		7. ADMINISTERED BY (If Other than 6) DCMC BALTIMORE 217 EAST REDWOOD STREET SUITE 1800 BALTIMORE MD 21202-5299 SCD: C PAS: (NONE)			CODE S2101A		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER <small>(See Schedule if other)</small>	
9. CONTRACTOR HJ FORD ASSOCIATES, INC. NAME AND ADDRESS 1111 JEFFERSON DAVIS HIGHWAY ARLINGTON VA 22202-3235			CODE 3X522		FACILITY 3X522		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE 12. DISCOUNT ITEMS N 13. MAIL INVOICES TO ADDRESS IN BLOCK SEE BLOCK 15 (PAYMENT OFFICE)		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED WOMEN-OWNED		
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY DFAS-CO/SOUTH ENTITLEMENT OPER P O BOX 182264 COLUMBUS OH 43218-2264 EFT:T			CODE HQ0338		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. DELIVERY/ CALL <input checked="" type="checkbox"/> This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. TYPE OF ORDER PURCHASE Reference your furnish the following on items specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR SIGNATURE TYPED NAME AND TITLE DATE SIGNED (YYYYMMDD) If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Section G											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA (937) 255-7003 X4651 LUCILA CASTEL BY: <i>Lucila Castel</i> 23 March 2000 CONTRACTING/ORDERING OFFICER				25. TOTAL \$880,064.70		29. DIFFERENCES	
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED				27. SHIP NO.		28. D.O. VOUCHER NO.		30. INITIALS			
DATE SIGNATURE AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				32. PAYMENT <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT. DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER				<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER			
								35. BILL OF LADING			
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

1. This delivery order is issued pursuant to H-013 entitled the "Orders" clause of the basic contract F33657-97-D-2008. The contractor shall provide effort in accordance with the Statement of Work (SOW) entitled, "Logistics Functional Area Support" as specified in CLIN 0001 at a ceiling price of \$880,064.70.

2. Section B and G are set forth hereto on pages 3-5.

3. Section H

In accordance with AFMC FAR Sup 5352.245-9000, Base Support (Jul 1992), Base Support will be provided by ASC/LU.

4. Section I

a. In accordance with AFMC FAR Sup H-232-9305 "Limitation of Governments Obligation" Contract Line Item (CLIN) 0001 is partially funded.

b. In accordance with FAR 52.232-22 "Limitation of Funds" Contract Line Item (CLIN) 0004 is partially funded.

5. Section J

List of attachments is set forth on page 6 hereto.

6. HJ Ford is hereby authorized to subcontract part of this effort to Logtec.

ITEM	SUPPLIES OR SERVICES	Qty Purch Unit	Unit Price Total Item Amount
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0001

\$621,228.90

Noun: LOGISTICS FUNCTIONAL AREA SUPPORT

ACRN: 9

Security: U

Contract type: Y - TIME AND MATERIALS

Completion Date: 23 MAR 2001

Descriptive Data:

1. Contractor shall provide "Logistics Functional Area Support" as specified in the Statement of Work (SOW), entitled "Logistics Functional Area Support", dated 06 March 2000, Section J Atch 1.

2. Funding in the amount of \$83,689.00 is hereby added to this CLIN. The allotted and obligated amount of \$83,689.00 is estimated to fund this item through 08 May 2000. Funding in the amount of \$537,539.90 remains to be obligated.

3. Listed below are the negotiated labor categories and corresponding estimated hours:

YEAR 4		
Contractor	Labor Category	Estimated Hours
Prime (Off-Site)	Project Manager	200
Prime (Off-Site)	Admin Mgmt Assoc	150
Sub-Logtec (Off-Site)	Project Manager	120
Sub-Logtec (Off-Site)	Admin Mgmt Assoc	68
Prime (On-Site)	Project Manager	1,368
Prime (On-Site)	Senior Logistician	2,736
Sub-Logtec (On-Site)	Senior Logistician	6,840
Sub-Logtec (On-Site)	Admin Mgmt Assoc	1,368

YEAR 4 SUBTOTAL 12,850

YEAR 5		
Contractor	Labor Category	Estimated Hours
Prime (Off-Site)	Project Manager	88
Prime (Off-Site)	Admin Mgmt Assoc	66
Sub-Logtec (Off-Site)	Project Manager	49
Sub-Logtec (Off-Site)	Admin Mgmt Assoc	28
Prime (On-Site)	Project Manager	552
Prime (On-Site)	Senior Logistician	1,104
Sub-Logtec (On-Site)	Senior Logistician	2,760
Sub-Logtec (On-Site)	Admin Mgmt Assoc	552

YEAR 4 SUBTOTAL 5,199

YEARS 4 & 5 TOTAL 18,049

000101

Noun: Funding Info Only

ACRN: AA \$23,382.00

ITEM	SUPPLIES OR SERVICES	Qty Purch Unit	Unit Price Total Item Amount
000102	Noun: Funding Info Only ACRN: AB		\$30,612.00
000103	Noun: Funding Info Only ACRN: AC		\$29,695.00
0002	Noun: DATA - EXHIBIT A ACRN: AA Security: U Contract type: Y - TIME AND MATERIALS Completion Date: 23 MAR 2001		NSP
0004	Noun: TRAVEL AND COMPUTER SERVICES ACRN: 9 Security: U Contract type: Y - TIME AND MATERIALS Completion Date: 23 MAR 2001 Descriptive Data: 1. The contractor shall provide travel required in the performance of Item 0001 above. 2. Funding in the amount of \$40,000.00 is hereby added to this CLIN. The allotted and obligated amount of \$40,000.00 is estimated to fund this item through 08 May 2000. Funds in the amount of \$218,835.80 remains to be obligated.		\$258,835.80
000401	Noun: Funding Info Only ACRN: AA		\$1,389.00
000402	Noun: Funding Info Only ACRN: AB		\$19,306.00
000403	Noun: Funding Info Only ACRN: AC		\$19,305.00

ACRN	Appropriation/Lmt Subhead/Supplemental Accounting Data	Obligation Amount
AA	97 00100 5600 X40 4720 2CR001 040000 592IE 046404 503000 F03000	\$24,771.00
	Funding breakdown: On CLIN 000101: \$23,382.00	
	On CLIN 0002: \$.00	
	On CLIN 000401: \$1,389.00	
	PR/MIPR: GLUGF007205025 \$24,771.00	
AB	57 03010 110 47R5 11U061 2AWM01 592CE 000000 503000 F03000	\$49,918.00
	Funding breakdown: On CLIN 000102: \$30,612.00	
	On CLIN 000402: \$19,306.00	
	PR/MIPR: GLUH0007205005 \$49,918.00	
	Descriptive data: Accounting Classification on AFMC Form 36 reads as follows: 5703010 110 47R5 11U061 2AWM01 592CE 000000 503000 F03000	
AC	97 00100 5600 X40 47E8 356170 000000 592IE 040000 503000 F0330L	\$49,000.00
	Funding breakdown: On CLIN 000103: \$29,695.00	
	On CLIN 000403: \$19,305.00	
	PR/MIPR: H000000G0270105 \$49,000.00	
	Descriptive data: Accounting Classification on AF Form 616 reads as follows: 9700100. 5600 X40 47E8 356170 592 04 503000 F0330L MH	

DOCUMENT	PGS	DATE	TITLE
EXHIBIT A	4	01 MAR 2000	DD FORM 1423-1 - CONTRACT DATA REQUIREMENTS LIST
ATTACHMENT 1	5	06 MAR 2000	STATEMENT OF WORK (SOW) ENTITLED, "LOGISTICS FUNCTIONAL AREA SUPPORT"
ATTACHMENT 2	8	01 MAR 2000	DD FORM 254 - CONTRACT SECURITY CLASSIFICATION

STATEMENT OF WORK

6 March 2000

"Logistics Functional Area Support"

1.0 PURPOSE

USAF Special Operations Forces (SOF) are continuing to undergo a complete revitalization. The SOF Systems Program Office (SPO), ASC/LU is presently involved in SOF programs. The SPO requires contractor assistance in designated logistics functional element areas to conduct analyses and to develop procedures, methodologies and recommendations for the efficient use and management of resources.

2.0 SCOPE

This effort includes a range of analyses, planning and scheduling initiatives needed to provide logistic functional area support as identified under paragraphs: 4.1 Integration of Maintenance Planning (MP); 4.3 Integration of Supply Support (SS); 4.4 Integration of Support Equipment (SE); 4.5 Integration of Technical Data (TD); 4.8 Integration of Facilities (FA); and 4.6 Training and Instruction of the basic Statement of work (SOW) for acquisition logistics contract support. This task order describes the tasks to be performed in support of the SOF acquisition logistics programs. NO ENGINEERING WILL BE PROVIDED UNDER THIS TASK ORDER BY THE CONTRACTOR.

3.0 RESPONSIBILITIES

The Functional Area Evaluator (FAE) is responsible for the technical liaison, review, approval, and final acceptance of efforts accomplished under this tasking.

4.0 WORK TO BE ACCOMPLISHED

The contractor shall perform the following tasks in accordance with the basic contract and this task order (DI-MGMT-80368, SEQ A002; DI-ADMIN-81373, SEQ A001; DI-ADMN-80447, SEQ A003; DI-MISC-80508, SEQ A004).

4.1 Logistics Support Tasks

The contractor shall provide highly qualified acquisition logistics support to ensure that the established objectives and procedures are complied with for the acquisition of all SOF systems and equipment. This shall include gathering program data, performing analyses and providing recommendations to satisfy the specific objectives of this task order. All tasks will be documented and coordinated with the appropriate task monitor. The contractor shall prepare for and participate in reviews, meetings, and/or working groups which may be required to support this task order.

4.1.1 Integration of Maintenance Planning (MP). The contractor shall provide maintenance planning support as follows:

- a. Receive, evaluate, distribute, and review input comments; and ensure operational support is in accordance with Contract F33657-83-C-0264.
- b. Provide support, with Government representation, for operational support meetings with personnel from the flight test center, prime contractors, and other Government personnel to ensure proper support is provided for the Combat Talon II test program.
- c. Perform technical analyses and research required to provide recommendations for preparation, update or response for plans, reports, proposals and/or other documents in support of logistics program acquisition and integration efforts as required. This shall address, as required: prime contractor proposed schedules compared to government requirements, schedules, or time frames; programmatic assessments on both contractor and government schedules; logistics supportability issues; logistics functional elements as defined in the basic contract; risk, cost, schedule, and "what if" issues; impact assessments; and life cycle cost and cost benefit analysis.
- d. Provide support to ASC/LU and WR-ALC/LU for SOF IWSM conversion. This shall consist of, as required, Logistics Core Process Team (CPT) support, including participation in CPT meetings, performing research, maintaining CPT meeting schedules, and maintaining and tracking CPT action items.

4.1.2 Integration of Supply Support (SS). The contractor shall review and monitor supply and supply support requirements and provide assessments to ensure that the required supplies to establish an organic capability are properly procured, stock listed and available for the Combat Talon II program. Also, the contractor shall make recommendations and assist in provisioning actions for required supply support. Additionally, the contractor shall provide functional staffing for the CD FICHE Management Program in support of all SOF programs.

4.1.3 Integration of Support Equipment (SE). The contractor shall provide support equipment related support as follows:

- a. The contractor shall receive, process, track (to include maintaining a status accounting and reporting system), and evaluate all Support Equipment Recommendation Data and provide recommendations regarding their disposition based upon this evaluation.
- b. Prepare, coordinate, distribute and monitor the status of SERD Purchase Requests (PRs).
- c. Monitor ICS planning for support of SE until the items become organically supported. Additionally, the contractor shall maintain and update a data base for all SE items that are provided for ICS.

4.1.4 Integration of Technical Data (TD). The contractor shall provide technical manual (TM) acquisition support as follows:

a. Assist in the development and refinement of customer TM requirements and the preparation of draft contractula requirements. This shall include assisting in the preparation of and conducting TM conferences, reviews, validations, verifications and prepublication meetings.

b. Monitor TM development, verify development schedules and make recommendations on required changes for TM development.

c. Receive, process, track, and evaluate all Contractor Furnished Aeronautical Equipment/Contractor Furnished Equipment (CFAE/CFE) Notices and provide recommendations regarding their disposition based upon this evaluation.

4.1.5 Integration of Facilities (FA). The contractor shall prepare management plans and provide assistance necessary to activate bases receiving new aircraft and equipment acquired through the SOF Program Offices. This shall include: developing procedures, guidelines, and documentation for identification and resolution of problems affecting the fielded weapon system or subsystems; documenting research and analysis accomplished in support of field activities; and using government approved software to update and track field support action items and OPRs.

4.1.6 Training and Instruction. The contractor shall provide on the job training (OJT) for Air Force MP, SS, SE, TD, and FA acquisition logistics managers newly assigned to the CT-II and IAT programs.

4.1.7 Change Proposal and Document Evaluation. The contractor shall evaluate all change proposals, draft directives, military specifications and standards for logistics program impacts resulting from each proposed change. As a minimum, this evaluation shall ensure the following: all logistics elements have been considered in each proposal, the proposed coverage is adequate and suitable, omission of necessary coverage has been determined, duplications of coverage has been noted, proposed delivery schedule has been developed and an analysis of proposed cost has been performed. Reports and meeting charts (CCB, DSB, etc.) shall be provided as required at time of tasking.

4.1.8 Definition of New Requirements. The contractor shall provide acquisition logistics support and expertise in the definition of new requirements for the SOF weapon system and IAT equipment MP, SS, SE, TD and FA which may arise from time to time.

4.1.9 Coordination. The contractor shall provide assistance in accomplishing all requisite coordination among program participants relating to acquisition logistics support matters.

4.1.10 Design Interface and Electronic Data Management. The contractor shall assist in efforts to ensure aircraft delivered to SOF units interface correctly with existing support systems. For example, CAMS and REMIS data collection systems. Management systems for electronic data such as TOs and engineering drawings must be developed to ensure cost effective storage and distribution systems are made available for our customers.

4.2 Review Participation

4.2.1 The contractor shall participate in acquisition working group meetings to support tasks listed in this task order: provide technical assessments of action items with respect to logistics requirements; develop summary information on the activities, action items, conclusions and recommendations related to meetings, reviews, and audits; and compile background, organize and prepare information into briefing format, and prepare talking papers as may be required.

4.2.2 Contractor personnel will support Initial Contract Award Proposal Evaluation and Analysis (ICAPEA) as required by the Functional Area Evaluator (FAE).

4.3 Travel

Travel to contractors, plants, USAF bases or other designated areas will be performed as required by ASC/LUML. Trip reports/minutes shall be delivered as required by ASC/LU.

5.0 REPORTS/DATA AND OTHER DELIVERABLES

All data/reports and deliverables shall be delivered in accordance with the Contract Data Requirements List (CDRL) DD Forms 1423.

6.0 GENERAL INFORMATION

6.1 Work Location

Accomplishment of tasks required by this task order requires work in the SOF SPO office located at Wright-Patterson Air Force Base, Ohio and at various contractor, subcontractor and Air Force facilities located throughout the continental United States. Personnel will be authorized office space, office furniture, computers and access to office electronic equipment, i.e., FAX, printer, reproduction equipment, etc.

6.2 Contractor Relationships/Supervision

In interactions and dealings with system contractors/subcontractors, the contractor shall perform work for investigation purposes only. The contractor shall not provide direction nor otherwise interject into Government/system contractor/subcontractor relationships. Contractor personnel shall not be under the direct supervision of Air Force personnel.

F33657-97-D-0008/0039
6 Mar 00

6.3 Security Classification

Access to classified information, up to and including TOP SECRET, will be required. Preparation and/or storage of classified information will not be required. The DD Form 254 will be used as guidance for all classified information access.

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION (The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)				1. CLEARANCE AND SAFEGUARDING	
				a. FACILITY CLEARANCE REQUIRED Top Secret	
				b. LEVEL OF SAFEGUARDING REQUIRED N/A	
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)			3. THIS SPECIFICATION IS: (X and complete as applicable)		
<input checked="" type="checkbox"/>	a. PRIME CONTRACT NUMBER F33657-97-D-2008/0039 <i>24 Mar 00 mjl</i>		<input checked="" type="checkbox"/>	a. ORIGINAL (Complete date in all cases) DATE (YYYYMMDD) 000301	
	b. SUBCONTRACT NUMBER			b. REVISED (Supersedes all previous specs)	REVISION NO. DATE (YYYYMMDD)
	c. SOLICITATION OR OTHER NUMBER	DUE DATE (YYYYMMDD)		c. FINAL (Complete Item 5 in all cases)	DATE (YYYYMMDD)
4. IS THIS A FOLLOW-ON CONTRACT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under F33657-97-D-2008/0025 (Preceding Contract Number) is transferred to this follow-on contract.					
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____					
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)					
a. NAME, ADDRESS, AND ZIP CODE HJ Ford Associates Inc 610 S. Canal Street Chicago IL 60607-4599		b. CAGE CODE 3X522	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) Defense Security Service 2461 Eisenhower Ave Alexandria VA 22314-4578		
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE N/A		b. CAGE CODE N/A	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) N/A		
8. ACTUAL PERFORMANCE					
a. LOCATION HJ Ford 2940 Presidential Drive Fairborn OH 45324		b. CAGE CODE OKJH3	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) Defense Security Service 610 S. Canal Street Chicago IL 60607-4599		
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT To provide Acquisition Logistics Support to the SOF SPO					
10. CONTRACTOR WILL REQUIRE ACCESS TO:				11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	
	YES	NO		YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	<input checked="" type="checkbox"/>	
b. RESTRICTED DATA		<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY		<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		<input checked="" type="checkbox"/>
d. FORMERLY RESTRICTED DATA		<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		<input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION		<input checked="" type="checkbox"/>	e. PERFORM SERVICES ONLY		<input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)	<input checked="" type="checkbox"/>		f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		<input checked="" type="checkbox"/>
(2) Non-SCI	<input checked="" type="checkbox"/>		g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input checked="" type="checkbox"/>	
f. SPECIAL ACCESS INFORMATION	<input checked="" type="checkbox"/>		h. REQUIRE A COMSEC ACCOUNT	<input checked="" type="checkbox"/>	
g. NATO INFORMATION	<input checked="" type="checkbox"/>		i. HAVE TEMPEST REQUIREMENTS		<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION	<input checked="" type="checkbox"/>		j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION		<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	<input checked="" type="checkbox"/>		l. OTHER (Specify) Notification of Government security activity is required. See addendum	<input checked="" type="checkbox"/>	
k. OTHER (Specify)					

12. **PUBLIC RELEASE.** Any information (*classified or unclassified*) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release ☐ Direct ☒ Through (*Specify*)
ASC/PA, 1865 4th Street, Suite 15, WPAFB OH 45433

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.
*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. **SECURITY GUIDANCE.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (*Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.*)

- a. Ref Blk 102 (2): General Intelligence Materials/Foreign Disclosure applies. See Addendum.
- b. Ref BLK 10f: Special Access Requirements/Procedures apply. See Contract Clause Section I for details.
- c. Ref Blk 10j: FOUO applies. See Addendum.
- d. Ref Blk 11a: Releasing Government activity will furnish complete classification guidance for the services to be performed. Contractor performance will be at ASC/LU, 2275 D Street, Building 46, Room 142, WPAFB OH 45433-1723.
- e. The National Industrial Security Program Operating Manual (NIPSOM) Jan 95, the NISPOM Supplement (NISPOMSUP) 29 Dec 94 and the DoD overprint to the NISPOMSUP, Feb 98 applies to this task.
- f. Ref Blk 11i: EMSEC requirements apply. For on-base performance, EMSEC is incumbent on the Government.
- g. Ref Blk 11l: The notification of Government Security Activity and Visitor Group Security Agreement Clause applies. See contract clause Section H for details.
- h. Functional Area Evaluator: Ann Buening, ASC/LUY, 2275 D Street, Building 46, Room 142, WPAFB OH, 45433-1725, (937)255-2925.
- i. Functional Area Chief: Marjorie Radford, ASC/CDSY, 2275 D Street, Suite 16, WPAFB OH 45433-1723, (937)255-1783, ext 4658.
- j. Administrative Contracting Officer: DCMAO, Boston, MA, 02210

14. **ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract. ☒ Yes ☐ No
(*If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.*)
Ref Blk 10f: Special Access requirements apply. ASC/LUN will maintain oversight for all SAR material.

15. **INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. ☒ Yes ☐ No
(*If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.*)
Contractor performance will occur at ASC/LU, 2275 D Street, Building 46, Room 142, WPAFB OH 45433-1723. DIS is relieved of all responsibility for contractor performance on the installation. ASC/SYPC, WPAFB OH, will maintain security.

16. **CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL Lucial Castel	b. TITLE Contracting Officer	c. TELEPHONE (<i>Include Area Code</i>) (937)255-1783 ext 4651												
d. ADDRESS (<i>Include Zip Code</i>) ASC/CDSK 2275 D Street, Suite 16 WPAFB OH 45433-1723	17. REQUIRED DISTRIBUTION <table border="1"><tr><td><input checked="" type="checkbox"/></td><td>a. CONTRACTOR</td></tr><tr><td><input checked="" type="checkbox"/></td><td>b. SUBCONTRACTOR</td></tr><tr><td><input type="checkbox"/></td><td>c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR</td></tr><tr><td><input type="checkbox"/></td><td>d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION</td></tr><tr><td><input checked="" type="checkbox"/></td><td>e. ADMINISTRATIVE CONTRACTING OFFICER</td></tr><tr><td><input type="checkbox"/></td><td>f. OTHERS AS NECESSARY</td></tr></table>		<input checked="" type="checkbox"/>	a. CONTRACTOR	<input checked="" type="checkbox"/>	b. SUBCONTRACTOR	<input type="checkbox"/>	c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR	<input type="checkbox"/>	d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION	<input checked="" type="checkbox"/>	e. ADMINISTRATIVE CONTRACTING OFFICER	<input type="checkbox"/>	f. OTHERS AS NECESSARY
<input checked="" type="checkbox"/>	a. CONTRACTOR													
<input checked="" type="checkbox"/>	b. SUBCONTRACTOR													
<input type="checkbox"/>	c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR													
<input type="checkbox"/>	d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION													
<input checked="" type="checkbox"/>	e. ADMINISTRATIVE CONTRACTING OFFICER													
<input type="checkbox"/>	f. OTHERS AS NECESSARY													
e. SIGNATURE <i>Lucial Castel</i> 23 Mar 00	DD FORM 254 (BACK), DEC 1999													

ASC/SYS
COORDINATION
PC-ONLY
6 Mar 00 SM

ASC/SYSPC (Security Office)
1801 TENTH ST ROOM 103
WPAFB OH 45433-7625

NOTIFICATION OF GOVERNMENT SECURITY ACTIVITY

1. Thirty days **before** the date Contractor operations will begin on Wright-Patterson AFB OH, the Contractor shall provide ASC/SYSPC, 1801 Tenth Street, WPAFB, OH 45433-7625 the following information:

- a. The name, address, and telephone number of your company's Facility Security Officer and your designated on-site security representative;
- b. The contract number and military contracting command;
- c. The highest classification category of defense information to which Contractor employees will have access;
- d. The date Contractor operations will begin on WPAFB OH;
- e. The estimated completion date of operations on WPAFB OH;

2. This requirement is in **addition** to visit request notification procedures contained in DoD 5220.22M, National Industrial Security Program Operating Manual, Chapter 6.

GENERAL INTELLIGENCE MATERIAL/FOREIGN DISCLOSURE

1. **Special Requirements for General and Foreign Intelligence Material.** In addition to the requirements and controls for classified material, the Director, Central Intelligence, sets up additional requirements and controls for intelligence in the possession of contractors. The contractor must:

a. Maintain control of all intelligence materials released in his or her custody in accordance with DOD 5220.22-M, the National Industrial Security Program Operating Manual (NISPOM), January 1995, paragraphs 5-200, 201 and 202 for control. Contractors agree that all intelligence material released, all reproductions and other material generated (including reproductions) are the property of the US Government.

b. Maintain control of all reproduced intelligence data in the same manner as the original.

c. Destroy intelligence materials in accordance with approved methods identified in the NISPOM.

d. Restrict access to those individuals with a valid need-to-know who are actually providing services under the contract. Further dissemination to other contractors, subcontractors, or other government agencies and private individuals or organization is prohibited unless authorized in writing by the Contracting Officer's Representative (COR) with prior approval of ASC/NAIC/POA.

e. Not release intelligence data to foreign nationals or immigrant aliens, regardless of their security clearance or contract status, without advance written permission from the COR, Foreign Disclosure Policy Office (ASC/SYSR), and ASC/NAIC/POA.

f. Ensure that each employee having access to intelligence material is fully aware of the special security requirements for this material.

2. **Returning Intelligence to the Air Force.** Contractors must return intelligence data to the COR at the termination or completion of a contract unless the COR has provided written approval for the contractor to retain for an additional two years. If retention is required beyond the two year period, the contractor must again request and receive written retention authority from the COR. If the COR grants retention authority, he or she must provide a copy of the written approval to ASC/NAIC/POA.

3. **Release of Classified and Unclassified Information to Foreign Government and Their Representatives.** Any military activity or defense contractor receiving a request from a foreign government or a representative thereof, for intelligence data about this program, shall forward the request to ASC/SYSR and ASC/NAIC/POA. Information released under Foreign Military Sales (FMS) must comply with the specific USAF disclosure guidance issued for the specific FMS customer.

ADDENDUM TO DD FORM 254

08 February 1999

USE OF SPECIAL INTELLIGENCE MARKINGS

1. Authorized Control Markings of Intelligence Information

a. "Dissemination and Extraction of Information Controlled by Originator (ORCON)".

This marking may be used only on classified intelligence that clearly identifies or would reasonably permit ready identification of intelligence sources or methods that are particularly susceptible to countermeasures that would nullify or measurably reduce their effectiveness. It is used to enable the originator to maintain continuing knowledge and supervision of the further use of intelligence beyond the original dissemination. This control marking may not be used when access to the intelligence information will reasonably be protected by use of its classification marking (i.e. Confidential, Secret, Top Secret), or by use of any other control marking specified herein.

b. "Not Releasable to Foreign Nationals (NOFORN)"

This control marking is used to identify classified intelligence material that may not be released in any form to foreign governments, foreign nationals, or non-US citizens without permission of the US Government originator, and then only when released in compliance with the National Disclosure Policy.

c. "Authorized for Release to (Name of country(ies)/international organization"

This marking is used to identify classified intelligence material that the US Government Originator has predetermined to be releasable or has been released through established foreign disclosure channels to the indicated country(ies) or organization.

2. Procedures Governing Use of Control Markings

a. Any recipient desiring to use intelligence in a manner contrary to the restrictions established by the control markings set forth above, shall obtain the advanced permission of the originating agency. Such permission applies only to the specific purposes agreed to by the originator and does not automatically apply to all recipients. Originator will ensure that prompt consideration is given to recipients' requests, with particular attention to reviewing and editing if necessary, sanitized or paraphrased versions to derive a text suitable for release subject to lesser or no control markings.

b. The control markings authorized above shall be shown on the title page, front cover, and other applicable pages of documents, incorporated in the text of electrical communications, shown on graphics, and associated (in full or abbreviated form) with data stored or processed in automatic data processing systems. The control markings also shall be indicated by parenthetical use of the markings abbreviations at the beginning or end of the appropriate portions. If the control markings apply to several or all portions, the document may be marked with a statement to this effect rather than marking each portion individually.

c. The control markings in paragraph one (1) shall be individually assigned at the time of preparation of intelligence products and used in conjunction with security classifications and other markings specified by EO 12958 and its implementing ISOO Directive. The markings shall be carried forward to any new format in which the same information is incorporated including oral and visual presentations.

Current Guidance
Implementation of DCID 1/7, 30 June 1998

EMISSION SECURITY (EMSEC) REQUIREMENTS
(FORMERLY TEMPEST REQUIREMENTS)

EMISSIONS SECURITY ASSESSMENT REQUEST (ESAR)

FOR ALL CLASSIFIED SYSTEMS

1. The contractor shall ensure that compromising emanations (EMSEC) conditions related to this contract are minimized.
2. The contractor shall provide countermeasure assessment data to the Contracting Officer (CO), in the form of an ESAR. The ESAR shall provide only specific responses to the data required in paragraph 3 below. The contractor's standard security plan shall **NOT** be used as a "stand-alone" ESAR response. The contractor shall **NOT** submit a detailed facility analysis/assessment. The ESAR information will be used to complete an EMSEC Countermeasures Assessment Review of the contractor's facility to be performed by the government EMSEC authority using current Air Force EMSEC directives. EMSEC is applied on a case-by-case basis and further information may be required to complete the review. The contractor shall provide this information to the CO when requested. After the evaluation of the ESAR by the government EMSEC authority, additional EMSEC requirements may be necessary. When changes to the information required in paragraph 3 below occurs (including, but not limited to, relocation, additions, or deletions of equipment from the original approved room), the contractors shall notify the CO of these changes. Upon request, the contractor shall submit to the CO a new ESAR, identifying the new configuration at least 30 days before the change occurs. The contractor shall **NOT** commence processing with the new configuration until receiving, as a minimum, interim approval from the CO.
3. *ESAR contents shall include, as a minimum, the following information:
 - a. The specific classification and special categories of material to be processed/handled by electronic means. Include percentage of each classification level used including unclassified (i.e., 5% Top Secret, 10% Secret/SAR, 25% Secret, 60% Unclassified).
 - b. The specific location (complete address, building/room number, or office) where classified processing will be performed. Include identification of any other contractor/company located within 200 meters of the facility.
 - c. Attach a copy of the Defense Investigative Service (DIS) Form 147 to validate physical security and approved storage level of the facility.
 - d. Provide the name, title, and telephone number (commercial and/or DSN) of a point of contact at the facility where processing will occur.
4. The prime contractor shall ensure that all subcontractors and/or vendors comply with EMSEC requirements when performing classified processing related to this contract. The subcontractor will provide the above documentation through their prime to the CO to complete the ESAR.

***NOTE: A copy of your Automated Information System Security Plan(s) (AISSP) will suffice.**

ADDENDUM TO DD FORM 254
24 January 2000

FOR OFFICIAL USE ONLY (FOUO)

1. **GENERAL:** FOUO is information that has not been given a security classification pursuant to the criteria of an Executive Order, but which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more of the Freedom of Information Act (FOIA) exemptions 2 through 9. Additional information on FOUO may be obtained by contacting the User Agency. FOUO is assigned to information at the time it is created in a DoD Agency or derivatively as instructed in a Security Classification Guide.

2. **MARKING:**

a. FOUO information received (released by a DoD component) should contain the following marking, when received: ***THIS DOCUMENT CONTAINS INFORMATION EXEMPT FROM MANDATORY DISCLOSURE UNDER FOIA. EXEMPTION(S) _____ APPLIES/APPLY.***

b. Mark an unclassified document containing FOUO information "FOR OFFICIAL USE ONLY" at the bottom of each page containing FOUO information and on the bottom of the front page or front cover (if any) and on the back of the last page and on the back cover (if any). Each paragraph containing FOUO information shall be marked as such.

c. Within a classified document, an individual page that contains both FOUO and classified information shall be marked at the top and bottom with the highest security classification of information appearing on the page. Individual paragraphs shall be marked at the appropriate classification level, as well as unclassified or FOUO, as appropriate. An individual page that contains FOUO information but no classified information shall be marked "FOR OFFICIAL USE ONLY" at the top and bottom of the page, as well as each paragraph that contains FOUO information. NOTE: For "production efficiency" the entire document may be marked top and bottom with the highest level of classification contained within it, as long as every paragraph is marked to reflect the specific classification of the information it contains.

d. Mark other records, such as computer print outs, photographs, films, tapes, or slides "FOR OFFICIAL USE ONLY" so that the receiver or viewer knows the record contains FOUO information.

e. Mark each part of a message that contains FOUO information. Unclassified messages containing FOUO information must show the abbreviation "FOUO" before the text begins.

4. **DISSEMINATION:** FOUO may be disseminated between officials of DoD Components, DoD contractors, consultants and grantees to conduct official business for DoD. Recipients shall be made aware of the status of such information and transmission shall be by means that preclude unauthorized public disclosure.

5. **TRANSMISSION:** FOUO information shall be transmitted in a manner that prevents disclosure of the contents. When not commingled with classified information, it may be sent via first-class mail or parcel post. Bulky shipments, i.e. testing materials, that otherwise qualify under postal regulations, may be sent by fourth-class mail. FOUO information may also be sent over facsimile equipment; however, when deciding whether to use this means, balance the sensitivity of the records against the risk of disclosure. Consider the location of sending and receiving machines and ensure authorized personnel are available to receive the FOUO information as soon as it is transmitted. Transmittal documents shall call attention to the presence of FOUO attachments. FOUO information may also be sent via e-mail, if it is sent via a system that will prevent unintentional or unauthorized disclosure.

6. **STORAGE:** To safeguard FOR OFFICIAL USE ONLY records during normal duty hours, place them in an out-of-sight location if your work area is accessible to persons who do not have a valid need for the information. After normal duty hours, store FOUO records to prevent unauthorized access. File them with other unclassified records in unlocked files or desks when normal internal building security is provided. When there is no internal building security, locked buildings or rooms normally provide adequate after-hours protection. If such protection is not considered adequate, FOUO material shall be stored in locked containers such as file cabinets, desks, or bookcases. *Expenditure of funds for security containers or closed areas solely for the protection of FOUO data is prohibited.*

7. **DESTRUCTION:** When no longer needed, FOUO information shall be disposed of by any method that will preclude its disclosure to unauthorized individuals.

(Reference DoD Regulation 5400.7/Air Force Supplement, 22 July 1999)

REFERENCES

Blocks 10, 11, 12, 13: Submittal dates are to be requested at time of tasking.

ASC/LUY

IS TOTAL ---

1

APPROVED BY *[Signature]*
PHILIP E. BOURGOINE, JR.
Chief, Program Plans Div
SOF SPO

1 Mar 00

CONTRACT DATA REQUIREMENTS LIST

(1 Dat.

Approved F33657-97-D-2008/0039
No 0704-0188 Exht A Page 2 of 4

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204 Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Printing Contracting Office for the Contract, PR No. listed in Block E.

A CONTRACT LINE ITEM NO 0002		B EXHIBIT		C CATEGORY TOP TM OTHER Hgmc					
D SYSTEM/ITEM Technical Support		E CONTRACT PR NO F33657-97-D-2008/0039		F CONTRACTOR HJ Ford					
1 DATA ITEM NO A0002		2 TITLE OF DATA ITEM Status Report		3 SUBTITLE					
4 AUTHORITY (Data Acquisition Document No) DI-HGMC-80368/T		5 CONTRACT REFERENCE SOW Para 4.0 & 5.0		6 REQUIRING OFFICE ASC/LUY					
7 DO 250 REQ LT	8 DIST STATEMENT REQUIRED N/A	10 FREQUENCY Monthly	12 DATE OF FIRST SUBMISSION See Blk 16	14 DISTRIBUTION					
9 APP CODE		11 AS OF DATE See Blk 16	13 DATE OF SUBSEQUENT SUBMISSION See Blk 16	a ADDRESSEE	b COPIES Draft Reg Repro				
<p>16 REMARKS</p> <p>Block 4: Paragraphs 10.1.1g, 10.2.2 la,b,c,d,e; 10.2.2.2; 10.2.2.3 and 10.2.2.4 of this data item are deleted.</p> <p>Block 11,12,13: Status reports are due by the 9th workday after end of first full month and subsequent months of the task order reporting period. Trip reports/meeting minutes are to be prepare and submitted on-site, as required, at time of tasking.</p> <p>Block 14: CDSY requires status reports only.</p>				ASC/LUY	1				
				ASC/CDSY	1				
				15 TOTAL				2	
				G PREPARED BY Ann Buening, FAE		H DATE 1 Mar 00		I APPROVED BY PHILIP E. BOURGOINE, JR. Chief, Program Plans Div SOF SPO	
				J DATE 1 Mar 00					

PRICE GROUP

ESTIMATED TOTAL PRICE

Exht A Page 3 of 4

(1) Category: ...

0704-0100

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204 Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send comments to the Government Printing Contracting Office for the Contract on file in Block E.

A CONTRACT LINE ITEM NO 0002		B EXHIBIT		C CATEGORY TOP TM OTHER Admin	
D SYSTEM/ITEM Technical Support		E CONTRACT PR NO F33657-97-D-2008/0039		F CONTRACTOR HJ Ford	
1 DATA ITEM NO A003		2 TITLE OF DATA ITEM Contract Summary Report		3 SUBTITLE	
4 AUTHORITY (Data Acquisition Document No) DI-ADMIN-80447		5 CONTRACT REFERENCE SOW Para 4.0 & 5.0		6. REQUIRING OFFICE ASC/LUY	
7 DD REQ DD		9 DIST STATEMENT REQUIRED N/A		10 FREQUENCY OTime/R	
8 APP CODE A		11 AS OF DATE See Blk 16		12 DATE OF FIRST SUBMISSION See Blk 16	
13 DATE OF SUBSEQUENT SUBMISSION See Blk 16		14 DISTRIBUTION			
15 ADDRESSSEE		b. COPIES			
Draft		Final			
ASC/LUY		1			
ASC?CDSY		1			
15 TOTAL		2			
G PREPARED BY Ann Buening Ann Buening, FAE		H DATE 1 Mar 00		I APPROVED BY PHILIP E. BOURGOING JR. Chief, Program Plans Div SOF SPO	
				J DATE 1 Mar 00	

17 PRICE GROUP

18	ESTIMATED TOTAL PRICE
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Page 1 of 1 Pages

(1 Data.

0704-0184

Exht A | Page 24 of 4

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204 Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Office for the Contract/RFI No. cited in Block E.

A CONTRACT LINE ITEM NO 002	B EXHIBIT	C CATEGORY TOP TM OTHER MISC
D SYSTEM /ITEM Technical Support	E CONTRACT PR NO F33657-97-D-2008/0039	F CONTRACTOR HJ Ford
G DATA ITEM NO A004	H TITLE OF DATA ITEM Technical Report	I SUBTITLE Study/Services
J AUTHORITY (Data Acquisition Document No) DI-MISC-80508/T	K CONTRACT REFERENCE SOW Para 4.0 & 5.0	L REQUIRING OFFICE ASC/LUY
M DO 250 REQ LT	N DIST STATEMENT REQUIRED N/A	O FREQUENCY See Blk 16
P APP CODE	Q AS OF DATE See Blk 16	R DATE OF FIRST SUBMISSION See Blk 16
S REMARKS Block 4: Format to be specified at tasking. Block 7: Memoranda generated & signed by on-site analyst. Representative may be used to transmit date. Blocks 10,11,12,13: To be determined by suspense date applied to the task at the time it is requested.	T DISTRIBUTION a ADDRESSEE ASC/LUY b COPIES Draft Reg Repro Final	
U PREPARED BY Ann Buening, FAE	V DATE 1 Mar 00	W APPROVED BY PHILIP E. BOURGOINE, JR Chief, Program Plans Div SOF SPO
X DATE 1 Mar 00	Y TOTAL 1	Z DATE 1 Mar 00

REFERENCE

18 ESTIMATED
TOTAL PRICE

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